

## LANDLORD CHECKLIST

### Responsibilities of owners and occupants

- ☐ No accumulations of trash, garbage and junk
- ☐ Clean and sanitary conditions in the dwelling
- ☐ Rubbish should be disposed of in an approved container
- ☐ All screens and storm doors should be in good condition
- ☐ Free of insects, rodents or other pests
- ☐ Plumbing fixtures must be clean and sanitary
- ☐ Outside flowerbeds and yards must be mowed and free of weeds
- ☐ Swimming pools and hot tubs shall be maintained. There are fencing and gate requirements.

### Basic equipment and facilities

- ☐ Kitchen sink in good working condition
- ☐ All bathroom fixtures in good working condition (properly connected with hot and cold water lines)
- ☐ Water heater must be safe and provide a temperature of not less than 120 degrees Fahrenheit.
- ☐ Egress exits are to be safe and kept maintained

### Light, ventilation and heating

- ☐ Every habitable room shall have at least one window or other approved method of providing adequate light
- ☐ Every habitable room shall have an operable window or other approved method of providing adequate ventilation
- ☐ Every bathroom shall have an operable window or mechanical ventilation
- ☐ Every habitable room shall have two wall type outlets or one outlet and a light fixture
- ☐ Every bathroom, laundry room, furnace room and public hall must have one light fixture
- ☐ Chimneys, vents, incinerators, furnaces, stoves and boilers shall be maintained so as not to create a safety hazard
- ☐ Provide clearance between ignition sources, such as light fixtures, heaters and flame producing devices, and combustible materials
- ☐ All the circuits in the electrical panels must be labeled to ensure they are properly identified
- ☐ Repair or replace damaged or exposed electrical wiring
- ☐ Provide approved junction boxed for electrical connections in accordance with Electrical Code and install covers for all open junction boxes.
- ☐ Remove extension cords that are being used as a substitute for permanent wiring
- ☐ Electrical cords shall not pass through walls, ceilings, doorways or other locations where the cords are subjected to damage. Power taps must be connected directly to an outlet.
- ☐ All outlets and fixtures shall be connected to a source of power maintained in a safe working condition
- ☐ Additional outlets may be required when multiple adapters are plugged into outlets or extension cords are in use
- ☐ Heating facilities shall be properly installed and maintain at least 68 degrees (three feet above the floor level)

## **Maintenance of parts of dwelling and dwelling units**

- ☐ Provide approved address number that is plainly visible from the street
- ☐ Every foundation, floor, wall, ceiling and roof shall be reasonably weather tight
- ☐ All exterior wood or other material which is susceptible to deterioration by the action of the weather must be protected by paint
- ☐ All interior walls and the ceiling finish must be in good condition
- ☐ Every inside and outside stair including porches shall be kept in sound condition and good repair
- ☐ Every plumbing fixture and water and sewer pipe shall be properly installed and maintained in good sanitary working condition, free from defects, leaks and obstructions
- ☐ Bathroom and kitchen floors shall be structurally sound and kept in a clean and sanitary condition
- ☐ All equipment and utilities shall be maintained in satisfactory working order
- ☐ Remove all combustible storage from attic, under-floor and concealed spaces –OR- provide one-hour fire resistive construction on the storage side of such areas –OR- provide sprinkler protection
- ☐ Remove and discontinue the storage of combustible materials in all electrical distribution equipment rooms.
- ☐ Discontinue the storage of gas-fuel equipment (lawn maintenance, snow removal, etc.) inside buildings –OR- store only in rooms specifically designed and separated from other portions of the building

## **Space, use and location requirements**

- ☐ Every dwelling unit shall contain at least 120 square feet of floor space
- ☐ Every sleeping unit shall contain at least 70 square feet of floor space
- ☐ Every habitable room shall have a required ceiling height of seven feet

## **Smoke Detectors**

- ☐ Homes built after March 20<sup>th</sup>, 1995 are required to have a smoke detector in each bedroom or sleeping room
- ☐ Smoke detector outside each separate sleeping area are required in all dwellings
- ☐ Unless otherwise recommended by the manufacturer, single – and multiple-station smoke alarms installed in one- and two-family dwellings shall be replaced when they fail to respond to operability tests, but shall not remain in service longer than 10 years from the date of manufacture.

## **Egress**

- ☐ Remove unapproved locking devices from exit doors. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort
- ☐ Remove and discontinue the storage of combustible materials in exits and exit enclosures.